



# Tips and Techniques for Using Microsoft Paint

*Save time and money! Use Windows accessories like Microsoft Paint. Go to the Start Menu, open Programs and go to Accessories.*

**1**

## **Create new artwork.**

Let students create original pictures to use with Overlay Maker, IntelliPics, BoardMaker and any other program that uses graphics!

**2**

## **Change the color of pictures.**

Select, copy and paste an image into Paint. Select a color from the color bar or try the eyedropper tool to match an existing color in the image. Select the paint bucket and change the color of large areas or the pencil to change color pixel by pixel.

**3**

## **Add details to the art.**

Select, copy and paste an image into Paint. Select a color from the color bar. Use the pencil tool or paint brush to add details to the picture.

**4**

## **Delete unwanted details.**

Copy and paste the image into paint. Use the eraser tool to remove unwanted parts of the drawing. Use the select tool to capture part of the image, then press delete on the keyboard.

**5**

## **Create a group of objects.**

Select, copy and paste the images into Paint. Repeat until you have the desired quantity. Use the select tool to select the objects. Copy. Paste into another program.

**6**

## **Re-size pictures.**

Copy and paste the image into Paint. Leave it selected. Click and drag the bottom right corner to shrink or enlarge the image. Or Go to the Image menu, click Stretch/Skew. Select stretch. Enter a percentage in the both the vertical and horizontal fields. If the color disappears, click and drag the image to revitalize.

**7**

## **Change the background color.**

Copy and paste the picture into Paint. Select white (or another color) in the color palette. Dump the paint bucket into the background.

**8**

## **Create writing that will act as a picture.**

Use the text tool to make text act as a graphic in IntelliPics, PowerPoint or Overlay Maker. Write the message with the text tool. Select it as if it were a drawing. Copy and paste it in another program as needed.

**9**

## **Rotate, skew or invert the picture to create frame animation effects.**

Paste the picture into Paint. Go to the Image menu, click Stretch/Skew or rotate. Alternate contrasting images in IntelliPics to create frame animation effects.

**10**

## **Scan in pictures and make them accessible with Clickit!**

Scan in curricular materials to make worksheets accessible to single switch users.